

Department of the Army
Headquarters, United States Army Forces Command
1777 Hardee Avenue, SW.
Fort McPherson, Georgia 30330-1062
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***FORSCOM Supplement 1 to AR 5-17**

Management
ARMY IDEAS FOR EXCELLENCE PROGRAM (AIEP)

History. This supplement supersedes FORSCOM Supplement 1 to AR 5-17, Army Ideas for Excellence Program (AIEP), dated 1 October 1992.

Supplementation is prohibited without prior approval from Commander, U.S. Army Forces Command, 1777 Hardee Avenue, SW., ATTN: AFPI-IM, Fort McPherson, GA 30330-1062 and from HQDA ATTN: DACS-DMS-PE, 200 Army Pentagon, Washington, DC 20310-0200.

Suggested improvements. The proponent of this supplement is the Deputy Chief of Staff for Personnel and Installation Management. Users are invited to send comments and suggestions on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Forces Command, 1777 Hardee Avenue, SW., ATTN: AFPI-IM, Fort McPherson, GA 30330-1062.

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FOR THE COMMANDER:

OFFICIAL: JOHN M. PICKLER
Lieutenant General, USA
Chief of Staff

SIGNED
WILLIAM H. RUSS
Brigadier General, USA
Deputy Director,
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Distribution of this supplement is intended for command levels C, D, and E.

Copies furnished: HQ USARC; TRADOC installations; and HQ FORSCOM (AFPI-IM) (AFCI-A) (record copy).

AR 5-17, The Army Ideas for Excellence Program, dated 19 October 1990, is supplemented as follows:

Page 2, add the following to the Table of Contents under appendixes:

Appendix B: Suggestion Follow-up Evaluation.

Appendix C: Installation AIEP Codes.

Note: **Appendix D**, FORSCOM AIEP Program Coordinator List, is being deleted from this Supplement. The Program Coordinators List will be published and updated periodically on the FORSCOM AIEP WEB site.

Page 3, paragraph 1-2a. Add the following:

(3) Army Regulation 5-9, Intraservice Support Installation Area Coordination.

Page 3, paragraph 1-4. Add the following:

g. Forces Command, Deputy Chief of Staff for

Personnel and Installation Management Program Manager will:

(1) Serve as overall FORSCOM AIEP Coordinator.

(2) Provide information, policy and procedural guidance to staff at HQ FORSCOM, 1777 Hardee Avenue, SW., Fort McPherson, GA 30330-1062, HQ, U.S. Army Reserve Command (USARC), 1401 Deshler Street, SW., Fort McPherson, GA 30330-2000 and FORSCOM installations in the management of AIEP.

(3) Receive and review all suggestions submitted by FORSCOM installations for accuracy and conformance to policy.

(4) Determine appropriate FORSCOM functional program director(s) responsible for evaluating suggestions.

***This supplement supersedes FORSCOM Supplement 1 to AR 5-17, dated 1 October 1992.**

(5) Use local transmittal (AFPI Form 96, Army Ideas For Excellence Program Initiative), forwarding suggestion to appropriate FORSCOM functional program director within two working days of receipt from the installation. The AFPI Form 96 is used to maintain control of the suggestion while being processed at HQ FORSCOM.

(6) Provide assistance for suggestions that FORSCOM functional evaluators determine the potential award value exceeds \$10,000:

(a) Secure validation of benefits by the Cost and Economic Analysis Office, Deputy Chief of Staff for Resources and Evaluation.

(b) Ensure that the validating office is independent of the evaluating office. However, the validating office can be within the same overall organization.

(7) Perform suggestion tracking and establish suspense for processing suggestions (initial approval/disapproval, evaluation, testing, implementation). Initiate follow-up on late suspenses.

(8) Respond to inquiries regarding status of suggestions from HQDA, other MACOMs and Installation AIEP Coordinators.

(9) Serve as disapproval authority for HQ FORSCOM.

h. HQ's, FORSCOM functional program director(s) will:

(1) Appoint AIEP Functional Program Coordinator and provide individual's name, organization and telephone number to the FORSCOM AIEP Program Manager (AFPI-IM). Report changes as they occur.

(2) Review and evaluate suggestion, if the primary proponent. Coordinate with other FORSCOM functional program directors or installation functional representatives, when necessary.

(3) Complete DA Form 2440, Suggestion Evaluation, which is used to document FORSCOM position regarding the suggestion. The HQ FORSCOM Form 1048-E, Transmittal/Action/Control, is used in conjunction with DA Form 2440 when FORSCOM DCSPIM signature is required (as in the case of a disapproval).

(a) Provide objective evaluation of suggestion with appropriate recommendation (approved/not approved, approved for testing, recommend adoption but forward to appropriate approval authority).

(b) Recommend award amount for suggestions approved for FORSCOM-wide implementation in accordance with AR 5-17.

(c) Establish test period (not to exceed 12 months) for those suggestions which are "Approved for Testing," as required by paragraph 2-6b, below.

Participate with originating activity in testing suggestion by overseeing test and evaluating test results (**see Appendix B**).

(4) Obtain director or appointed deputy signature on all evaluations recommending suggestion disapproval.

(5) Forward completed DA Form 2440 to FORSCOM Program Manager (AFPI-IM).

i. Forces Command Installation Commander(s) will:

(1) Appoint Installation AIEP Coordinator(s) who, within five working days of appointment, will provides name, organization, telephone number and e-mail address to the FORSCOM AIEP Program Manager (AFPI-IM). Report changes as they occur.

(2) Develop local operating procedures to administer the AIEP within their command (including subordinate organizations).

(3) Perform local evaluation of suggestion on DA Form 2440. If proponenty is beyond local approval authority, evaluation should be submitted with DA Form 1045, Army Ideas for Excellence Program (AIEP) Proposal, and supporting documents to AFPI-IM.

(4) Submit adopted suggestions with potential award value over \$10,000 to HQ FORSCOM, AFPI-IM. Documents indicating validation of benefits and a statement indicating that the suggestion does not fall wholly within suggester's job responsibility must be included to support adopted suggestion. If job responsibility is a partial factor, indicate that an award of over \$10,000 is still justified and state why. The HQDA will secure final validation by the Army Audit Agency (AAA) and process suggestion as appropriate.

(5) Provide follow-up evaluation of suggestions approved for testing by higher headquarters, and submit results to the FORSCOM AIEP Program Manager within 30 days after the end of the established test period. Testing should be coordinated with appropriate HQ FORSCOM functional program director (**see Appendix D**).

(6) Provide administrative support to tenant organizations by processing suggestions submitted as follows:

(a) Suggestions relating to base operations support will be submitted directly to the installation and be processed in accordance with local policy.

(b) Suggestions that do not relate to base operations or are command-unique should be forwarded to the respective tenant command's MACOM headquarters to the attention of AIEP Program Coordinator.

(c) Suggestions developed by employees or soldiers belonging to the U.S. Army Reserve (USAR), or suggestions unique to the USAR mission, will be submitted to a USARC installation for processing. The USARC installations are Fort McCoy, WI and Fort Dix, NJ. The USARC installations will:

(1) Appoint USARC AIEP Program Coordinator and provide name, organization, telephone number and e-mail address to the FORSCOM AIEP Program Manager (AFPI-IM). Report changes as they occur.

(2) Develop operating procedures to administer the AIEP throughout the command (to include USARC installations and sub-installation).

(3) Review and evaluate suggestions received from USARC commands, installations and sub-installations.

(4) Provide objective evaluation of suggestion with appropriate recommendation (approval, disapproval, forward to Army functional proponent, or approved for testing).

(5) Recommend award amount for suggestions approved for implementation in accordance with AR 5-17.

(6) Establish test period for those suggestions approved for testing.

(7) Obtain appropriate functional directors signatures on all suggestions.

(8) Forward completed evaluations, with recommendations, to Army proponent or MACOM if suggestion is beyond USARC approval authority.

Page 4, paragraph 2-6b. Add the following after the last sentence:

All FORSCOM suggestions that are approved for testing must be evaluated for a 12-month period. At the end of this evaluation period, results of the evaluation must be provided to FORSCOM functional program director within 30 days. **(Format at Appendix B)**

Page 4, paragraph 2-8a. Add the following after the last sentence:

Suggestions submitted to FORSCOM AIEP Program Manager for reconsideration must be clearly identified as a reconsideration. The initiative control number assigned to the suggestion should be the same as the original submission except that an "R" be placed at the end of control number (i.e., FCCS01234R).

Page 5, paragraph 2-9a(3). Is changed to read:

U. S. Army Reserve (USAR) ideas will be processed as follows:

(a) Suggestions will be submitted to the following USARC installation for evaluation:

(1) Fort McCoy. All USAR units within the geographical area of the 70th, 63rd, 96th, 89th, 88th, and 90th Regional Support Command (RSC). Suggestions will be submitted to Headquarters, Fort McCoy, ATTN: AFRC-FM-RMM, 1948 South 11th Avenue, Fort McCoy, WI 54656-5122.

(2) Fort Dix. All USAR units within the geographical area of the 81st, 94th, 99th, and 77th RSCs, 65th ARCOM and Headquarters, USARC. Suggestions will be submitted to Headquarters, Fort Dix, ATTN: AFRC-FA-RMM, Fort Dix, NJ 08640-5253.

(b) The USARC installations will process all USAR-generated suggestions and will forward directly to appropriate functional proponent for higher headquarters evaluations, when necessary.

Page 7, paragraph 4-8a(1). Add the following:

Suggestions forwarded to FORSCOM AIEP Program Coordinator will include sequentially numbered control numbers. The first two digits "FC" indicate Forces Command or "RC" for USARC, the next two digits represent the FORSCOM or USARC installation submitting suggestion (i.e. FCBR001234). The remaining digits are in ascending numerical order. **See Appendix C.**

Page 7, paragraph 4-11. Add the following after the second sentence:

Installations are encouraged to limit inquiries on suggestions forwarded to FORSCOM. Where FORSCOM has approval authority - no earlier than 45 days from date suggestion was forwarded to FORSCOM. Suggestions requiring approval authority above FORSCOM - no earlier than 180 days from date suggestion was forwarded to FORSCOM.

Page 11, paragraph 6-1b. Add the following after the last sentence:

Current fiscal year savings resulting from a suggestion can be retained by the organization realizing the savings to offset funding/manpower shortfalls where legal and feasible.

Page 12, paragraph 7-10. Add the following:

FORSCOM and USARC installations may approve all cash awards up to \$10,000.

**APPENDIX B: (ADDED)
SUGGESTION FOLLOW-UP EVALUATION
(TEST AIEP SUGGESTIONS)**

- a. Suggestion Control Number. (See Appendix C)
- b. Functional Area.
- c. Applicable Directive: Include name, date and paragraph of publication.
- d. Date of Implementation.
- e. Implemented Procedure: A short description of the procedure actually implemented.
- f. Results:
 1. Evaluation should include test criteria, test data, and analysis by appropriate staff elements at all levels and MACOM recommendation with respect to Army-wide application. Be as specific as possible.
 2. Explain why this suggestion should be adopted Army-wide.
 3. Describe benefits of the suggestion to your installation. List disadvantages, if any.
 4. Attach supporting documentation.
- g. Installation Commander's Recommendation:
 1. This suggestion is/is not recommended for adoption Army-wide.
 2. If suggestion is not adopted Army-wide, request/do not request the waiver remain in effect for this installation.
- h. Intermediate Command Endorsement: (if applicable)
- i. MACOM Endorsement:

1. This procedure is/is not recommended for adoption Army-wide.
2. Staff agency analysis of impact of adopting this waiver MACOM-wide.

**APPENDIX C: (ADDED)
INSTALLATION AIEP CODES**

LOCATION ASSIGNED CODES

FORSCOM Installations	FC
BRAGG	BR
CAMPBELL	CA
CARSON	CS
DRUM	DR
HOOD	HO
IRWIN	IR
LEWIS	LS
MCPHERSON	MP
POLK	PO
RILEY	RI
STEWART	SR
USARC Installations	RC
DIX	FD
MCCOY	MY

	<u>MACOM</u>	<u>INSTALLATION</u>	<u>INITIATIVE</u>
EXAMPLE	RC	MY	0 0 1 2 3 4
EXAMPLE	FC	SR	0 0 5 6 7 8